

## Have you thought about being a Trust Governor?

The Dudley Group NHS Foundation Trust help people who live in the Dudley Borough and surrounding areas by providing acute and community health services. We are looking for enthusiastic and committed people to represent the Constituency on our Council of Governors.

As a Foundation Trust we maintain a Membership of more than 18,500 Public and Staff Members. We believe with the help and support of our membership we can continue to ensure that the Trust maintains its excellent performance and reputation.

A vacancy has arisen in the Constituency of and we are writing to all Members in this constituency to encourage nominations from people interested in participating in the work of our Council of Governors.

Becoming a governor enables you to represent the interests of your local community and have a real say in the future development of our Trust. Our governors help us to improve the services we provide and make a real difference to the way the Trust is governed.

Being a governor doesn't require any qualifications as full training is provided.

### How do you find out more?

We are hosting governor Information sessions where you can meet with existing governors to find out more about the governor role and how to apply. See overleaf for dates and venues. To find out more, please contact the Foundation Trust office on (01384) 321124 or email [foundationmembers@dgh.nhs.uk](mailto:foundationmembers@dgh.nhs.uk) for more details.

Yours sincerely



Paula Clark  
Chief Executive

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***Closing date for nominations Noon on Friday 17<sup>th</sup> October 2014***

# Interested in becoming a Trust Governor?

Join us for a coffee to find out more

We have vacancies in our staff and public constituencies

**Public**  
Brierley Hill  
Central Dudley  
Halesowen  
North Dudley  
South Staffs & Wyre Forest  
Tipton & Rowley Regis

**Staff**  
Nursing and midwifery  
Allied Health Professionals and  
Health Care Specialists

The Trust provides acute and community health services to people who live in the Dudley borough and surrounding areas.

Being a governor can make a real difference.

Attend one of the sessions below for an informal chat

Date	Time	Venue
Thursday 25th Sept or Thursday 9th Oct	6pm-7.30pm	Clinical Education Centre, Russells Hall Hospital

To find out  
more, call  
Helen on  
(01384) 321124

FT Office ext. 1124 Sept 14

## DECLARATION OF INTERESTS

Are you a member of a political party?

YES  NO

If you have answered yes, please let us know which one

Do you have any financial or other interest in the Trust?

YES  NO

If you have answered yes, please let us know what your interest is

Please note: Where you have answered no, the word 'none' will be published as your answer.

## DECLARATION

I, the above named candidate, consent to my nomination and agree to stand for election to the Council of Governors in the constituency indicated on page 2 of this form. I also declare that I belong to that constituency.

I, the above named candidate, hereby declare that I am not:

- a) a person who has been adjudged bankrupt or whose estate has been sequestrated and (in either case) has not been discharged
- b) a person who has made a composition or arrangement with, or granted a trust deed for, his creditors and has not been discharged in respect of it
- c) a person who within the preceding five years has been convicted in the British Islands of any offence if a sentence of imprisonment (whether suspended or not) for a period of not less than three months (without the option of a fine) was imposed on him
- d) excluded by any other provision detailed within the Trust's constitution.

I confirm that, to the best of my knowledge, the information provided on (or in connection with) this form is accurate.

Signature:

Date:

- **Remember to sign the declaration before returning your nomination form.**
- **Your nomination form won't be valid without your signature.**

## CHECKLIST

Before returning your nomination form, please ensure you have:

Please tick

- Completed all sections
- Signed the declaration above
- Checked your statement for accuracy and the maximum number of words
- Provided a photograph if you would like one published in the election statement booklet
- Provided the details of two Trust members who also belong to your constituency

# nomination form

## Election to the Council of Governors

## WELCOME

The Trust welcomes nominations from persons of any age (16 or over), race, colour, religious belief, ethnic or national origin, sexual orientation, gender, disability or marital status.

### CRITERIA: TO BE ELIGIBLE TO STAND FOR ELECTION

Before you proceed, you must first of all check that you meet the following criteria:

1. Be a member of the The Dudley Group NHS Foundation Trust
2. Belong to the constituency you wish to represent
3. Be willing to declare your political and financial interests on page 4 of this form
4. Have the support of TWO Trust members who also belong to your constituency

### HELP COMPLETING THIS FORM

If you require any further information or assistance to complete this form, or if you require the nomination form in large print, Braille, audio or another language, please contact John Box at Electoral Reform Services (ERS) on 020 8365 8909 or email [john.box@electoralreform.co.uk](mailto:john.box@electoralreform.co.uk)

## CLOSE OF NOMINATIONS

### PLEASE RETURN THIS FORM BY NOON on FRIDAY 17 OCTOBER 2014

After you have completed all sections of your nomination form, simply return it in the special reply envelope you have been provided with. You can also send a scanned copy of your completed form to [ftnominations@electoralreform.co.uk](mailto:ftnominations@electoralreform.co.uk)

Please ensure it is received by the Returning Officer, Electoral Reform Services Limited, no later than **NOON on FRIDAY 17 OCTOBER 2014**. It won't be possible for you to stand in this election if your nomination form is received after this time.

All nomination forms received will be acknowledged within 24 hours by first class post to the address provided on page 2 of this form. If you have not received your acknowledgement after this time (or if you are sending your form close to the deadline), please contact John Box on 020 8365 8909 or email [john.box@electoralreform.co.uk](mailto:john.box@electoralreform.co.uk) to check that we have received your form.

If you have mislaid your reply envelope, please send your nomination form to Electoral Reform Services Limited, The Election Centre, 33 Clarendon Road, London N8 0NW.

Thank you for taking the time to complete this nomination form.



# preparing your election statement

Please read the following guidance notes before returning your nomination form.

- You are invited to provide an election statement describing why you think you should be elected. You may wish to consider the following themes when preparing your statement: your reason for standing as a governor, the skills you could bring to this role and your relationship/contact with the Trust.
- Your election statement will be reproduced and circulated to voters with the ballot paper. Please note that in the interest of fairness, ERS makes every effort to ensure candidates' election statements are reproduced exactly as they have been submitted. Therefore, please check your election statement carefully for any grammatical or spelling errors before submitting it.
- ERS strongly encourages you to submit your election statement by email to the following address: [ftnominations@electoralreform.co.uk](mailto:ftnominations@electoralreform.co.uk). Please use the name and title of the election you are standing in as the 'Subject' of your email and attach a printed copy of your election statement to your nomination form. If you do not have access to a computer and/or email, and can only provide a hand-written election statement, please ensure it is clear and easy to read in order to avoid the possibility of error and misinterpretation. You can write it on a separate piece of paper and attach it to your nomination form or in the space provided on page 3.
- The Trust reserves the right to edit or refuse to publish your election statement if it is factually inaccurate or contains libellous material.
- Your election statement must not exceed the word limit (for further information about word counts, please see overleaf). Please state the total number of words used at the end of your election statement in the space provided. If your election statement exceeds the word limit, it will be cut at the word limit and followed by the words 'statement cut at word limit'.
- Failure to provide an election statement by close of nominations will not invalidate your candidacy; instead, the words 'statement not received' will be published in the space where your statement would have appeared.
- If you have been invited to submit a photograph of yourself, you can attach it to the nomination form in the space provided, or email it to [ftnominations@electoralreform.co.uk](mailto:ftnominations@electoralreform.co.uk). If you decide to email your photograph, please ensure that it is saved under your full name and attached to, not embedded in, your email. Please use the name and title of the election you are standing in as the 'subject' of the email.
- Failure to provide a photograph by close of nominations will not invalidate your candidacy; instead, the words 'photograph not received' will be published in the space where your photograph would have appeared.

The following information will accompany your election statement:

1. Title (other than Mr, Mrs, Miss, Ms)
2. Declaration of Interests

# detailed rules relating to word counts and style

1. Every word no matter how small, for example 'I', 'or', 'and', 'the' will be counted as one word.
2. Numbers in a block will be treated as one word, for example '2000', '1/128', '2001/2' and '2001/2002'.
3. Any acronyms or groups of initials will be treated as one word. For example, 'ERS' would count as one word. If, however, full titles for acronyms or groups of words are used, they will count as separate words. For example, Electoral Reform Services Ltd will count as four words.
4. Compound words or hyphenated words, such as co-operation, will be treated as one word.
5. Candidates' election statements will be printed using a common typeface and type size font.
6. Selected words or sentences can be emboldened, capitalised, underlined or italicised. Entire election statements submitted in any of these formats will, however, be reproduced in the common typeface and type size font detailed in Paragraph (5) above.
7. The use of bullet points and numbering to make separate points is allowed and these will not be counted as words.
8. Words or phrases can be centred or indented. Boxes around particular words or phrases will not, however, be reproduced.

## counting the number of words in your election

### statement

ERS recommends that you do not use a word count function provided by word processor software to count the number of words used in your election statement. When counting words, such software does not apply the rules detailed above and tends to understate the actual number of words used. For example, Microsoft Word treats a group of words such as 'technical/professional/scientific' as one word (because it contains no spaces) whereas ERS would count that as three separate words.

The word count function provides a useful guide when preparing your election statement but ERS would recommend that you perform a manual count of your final election statement prior to its submission.